

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/INFORMATION TECHNOLOGY BUREAU

/PDX/70/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Media			Record Type			
			Office	Total	Code	V	H	C	L

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/PDX/70/	O	ORIGINAL RECORDS							
/PDX/70/	O001.	CORRESPONDENCE AND SUBJECT FILES (REC SERIES DESIGNATED AS HIST PER RETEN SCHED; PURGE HIST PROJECTS-SEND TO ARCHIVES) RECORD TYPES:	AR+2	AR+10		N	N	N	
/PDX/70/	O002.	DIVISIONAL PERSONNEL PACKAGES (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) RECORD TYPES: Confidential A-COMPENSATORY EQUIVALENT TIME OFF-LAPD 15.5 B-COMPLAINT HISTORY-LAPD 01.06.2 C-COMPLETION OF TRAINING NOTIFICATION D-CONTINUATION SHEET-LAPD 15.09 E-EMPLOYEE RECORD FORM-LAPD 01.38 F-EMPLOYEE REPORT OF OCCUPATIONAL ILLNESS INJURY-GEN. 166 G-EMPLOYEE TRANSFER DATA-LAPD 01.34 H-EMPLOYEES REPORT SUB ITEMS (1-2)-LAPD 15.07.1 I-INDIVIDUAL UNIFORM/EQUIPMENT DIVISION INSPECTION RECORD-LAPD 01.41 J-LETTER FROM COMMANDING OFFICER-LAPD 15.02 K-NOTIFICATION OF COMPLETION/TRAINING L-OFFICER EMPLOYEE INVENTORY-LAPD 01.26 M-OVERTIME RECORD-LAPD 15.5 N-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41 O-PERSONAL/WORK HISTORY SUMMARY-LAPD 1.6 P-PERFORMANCE EVALUATION REPORT-LAPD 01.33 Q-PERSONNEL RATING REPORT-LAPD 1.78 R-PHYSICAL FITNESS EVALUATION-LAPD 01.31 S-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36 T-SICK/INJURY REPORT-LAPD 1.30 U-STATE OF CALIFORNIA - WORKER COMPENSATION APPEALS BOARD	TE	TE		N	N	Y	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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/PDX/70/	O003.	V-SUMMONS TO JURY DUTY W-TIME SHEET CORRECTION REPORT-LAPD 02.30 X-TRAFFIC ACCIDENT REPORT SUB ITEMS (1-3)-LAPD 04.01 Y-TRAFFIC ACCIDENT REPORTS SUB ITEMS (1-4)-LAPD 4.1 OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/70/	O004.	PROJECT FOLDERS (REC SERIES DESIGNATED AS HIST PER RETEN SCHED; PURGE HIST PROJECTS-SEND TO ARCHIVES) RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/70/	O005.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y
/PDX/70/	O006.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y
/PDX/70/	O007.	EMPLOYEE COMMENT SHEET (1.77/1.77.) (WHEN EMPLOYEE MOVES TO NEW ASSIGNMENT, COMMENT FILES FOLLOW EMPLOYEE) FORM: 1.77/1.77. RECORD TYPES:	TO+2	TO+5		N	N	N

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